



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INTERIOR DESIGNER SUPERVISOR

Job Number: 20000481

Job Code: 11790V000101

Job Group: 1100 - SKILLED TRADES

Job Established: 02/16/1995

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers and performs all levels of professional work in the evaluation and recommendation of space needs, design space adequacy, space planning and the selection of interior furnishings for state-owned or leased facilities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in interior design or a related field supplemented by two years of interior design experience. OR Graduate of a college or university with an associate degree in interior design supplemented by three years of interior design experience.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

Graduate study in interior design or a related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Interior design experience will substitute for the required bachelor's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns, supervises, reviews and evaluates the work of employees in the inspection of property to ascertain space measurements and requirements. Requests information about the number of people, style of furniture and equipment and functions of the offices to be located in a state owned or leased site. Using space measurements and information requested, prepares scale drawings of the building and anticipated equipment to determine if the space is adequate and meets state fire and health codes. Works with engineering staff to determine what, if any, building modification could be made by the potential lessor so that the building would meet needs. Prepares and forwards final drawings to leasing personnel to be reviewed and approved by the Finance and Administration Cabinet prior to approval of lease bids. Using similar information as listed above, prepares scale drawings to determine if offices can be shifted within existing facilities. Represents the division or agency at inter agency meetings, workshops and conferences as assigned. Meets with vendors to determine what products are available. Maintains product catalogs, samples and other reference materials to determine and recommend the adequacy of equipment and furnishings for major buildings, hospitals, lodges and/or cottages. Composes specifications and drafts purchase requisitions for purchase of such equipment and/or furnishings. Uses drafting tools and computer assisted design software to prepare drawing. Provides training and assistance to lesser experienced staff.

UNIQUE PHYSICAL REQUIREMENTS:

Work requires stooping, bending, climbing and reaching in the inspection and measuring of property.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Some statewide travel is required in measuring buildings and inspecting purchased goods.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.